

DUTY STATEMENT

Class Title: Research Scientist Supervisor I	Position Number: 580-404-5643-001
Unit:	
Section: HIV/AIDS Case Registry Section	
Branch: HIV/AIDS Epidemiology Branch	
Division: Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The Research Scientist Supervisor I (RSS I) supervises a multi-disciplinary staff in conceiving, planning, and conducting HIV/AIDS epidemiologic projects, including disease surveillance epidemiology, program evaluation, and quality assurance activities. The RSS I is responsible for the direction of all aspects of HIV/AIDS surveillance and management, evaluation of reporting efficacy, and transmittal of summary data to the Centers for Disease Control and Prevention (CDC). The RSS I also oversees the entry of HIV/AIDS case data into the HIV/AIDS Reporting System (HARS) and works with stakeholders in the implementation of the names-based HIV reporting regulations.

Supervision Received: General direction from the Research Scientist Manager, Chief of the HIV/AIDS Epidemiology Branch.

Supervision Exercised: Supervises a multi-disciplinary staff.

Description of Duties: As Chief of the HIV/AIDS Case Registry Section, the RSS I directs a complex, innovative, and highly coordinated intramural (i.e., performed by Department staff) and extramural (i.e., performed by external staff) HIV/AIDS surveillance program and supervises the activities of staff. This HIV/AIDS surveillance program has national significance and is critical to the public health. The RSS I is the lead expert on HIV/AIDS surveillance in the branch and consults with state and national public health personnel and major university and other state and national surveillance personnel to advance the knowledge of the HIV/AIDS epidemic; advises departmental staff, legislative bodies, governmental entities, commissions, and agencies in findings related to HIV/AIDS surveillance and epidemiology; and acts as a resource to management and staff for complex, advanced HIV/AIDS surveillance.

Percent of Time Essential Functions

50% As a working supervisor, the RSS I defines the activities of each member of the section and supervises their efforts; directs the design of each component of the HIV/AIDS surveillance program; organizes long-term projects, including the design of HIV/AIDS reporting systems; defines predictive profiles of high-risk and HIV-infected persons; uses scientific expertise to manage the researchers performing complex and difficult statistical analyses; evaluates current literature on HIV/AIDS epidemiology; ensures that staff is adequately prepared by providing training opportunities and tutoring that will broaden knowledge and develop special skills; and prepares performance evaluations, grants time off, and initiates corrective action (when necessary).

20% Independently and in consultation with the Office of AIDS (OA) staff, other Departmental staff, advisory groups, local health departments, and other interested parties, administers a major HIV/AIDS surveillance program; sets program priorities, goals, and objectives; manages the program budget and assures compliance with state and federal policies; oversees and coordinates HIV/AIDS surveillance activities

established through awarded federal grants or general funds that complement statewide HIV/AIDS surveillance activities; develops research and surveillance strategies, using behavioral and disease surveillance and other data, to assess the current status of the HIV/AIDS epidemic and to project future trends; guides the conduct of geographic, demographic, and risk assessment evaluations; and provides expert consultation on surveillance design, procedures, and analyses as needed to complete tasks.

- 10% Oversees the analysis of data from HIV and AIDS surveillance; synthesizes results from all sources into program- and policy-relevant information and disseminates information in a timely fashion through all avenues possible to agencies at all levels of government, academic institutions, and local communities; brings about the provision of data, analysis, and projections to support policy recommendations; oversees scientific staff in the writing of reports and documents on research projects and data analyses, and edits and submits scientific publications on the results of research; and presents research results to and interprets data for appropriate individuals and groups in meetings and conferences.
- 10% Helps design and implement a system for HIV/AIDS surveillance in California; ascertains that data from any unique identifier, name-based, or hybrid reporting system are collected and analyzed in a method that assists public health programs for HIV; and participates in meetings with internal and external advisory groups on HIV reporting and surveillance.
- 10% Collaborates and consults with experts from the Centers for Disease Control and Prevention, the California HIV Planning Group, the University of California University-wide AIDS Research Program, the California Conference of Local Health Officers, legislative bodies, governmental agencies, and other interested parties to ensure the adequacy of the overall HIV/AIDS surveillance program; provides technical consultation to entities within OA, elsewhere in the Department, and other state agencies on HIV/AIDS surveillance and related scientific information; gives research advice to local programs; acts as Branch Chief during the Branch Chief's absence; and represents the Branch at external meetings.

Percent of Time Marginal Functions

Employee's signature	Date	Supervisor's signature	Date
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